

6-27-2016

Purchase Order: Library equipment

Purchasing Division, State of Kansas Department of Administration

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New Building

STATE OF KANSAS
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
DA-100 Rev. 5-1-55

PURCHASE
REQUISITION

PURCHASE DIV.
REFERENCE NO.

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
11		2-28-67	0207	3	246	77
REQUISITION NO.		DELIVERY		F. O. B.		
67-228 : 2551						

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

MAIL INVOICE

TO: Business Office

PHKSC

Hays, Kansas 67601

SHIP

TO: Library Building

PHKSC

Hays, Kansas 67601

AUTHORIZED SIGNATURE

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
		1		No. RDE-18 Mobile Audio-Visual Center Empty 36" wide x 18" deep x 43 1/2" high overall Constructed of heavy gauge steel Closed top, bottom, sides, back, double doors 3 way latching device cylinder lock in handle with 2 keys Operated on easy to roll 4" solid molded cushion tread swivel casters, 2 with brakes Center shelf adjustable on 1" XXXX centers Finish: Machine Tool Gray baked on enamel		105.00

DUPLICATE COPY
FOR YOUR FILES

Suggested Vendor:

Wallach & Associates, Inc.
P.O. Box 18167
Cleveland 18, Ohio

FOR USE OF PURCHASING DIVISION ONLY

Date Received by Purch. Div.	Date Received by Buyer	Date Released by Buyer	Date Ordered Written	Advertised	Posted	Informal	OTHER
PURCHASE ORDER NOS.				APPROVED _____			
				AUTHORIZED SIGNATURE _____			

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.

